

Section C - Description/Specifications/Statement of Work

Statement of Work for Fluid Systems Automation and Auxiliary Control System

1.0 INTRODUCTION

1.0.1 The Naval Surface Warfare Center Philadelphia Division (NSWCPD) is a Department of Defense entity responsible for research and development, test and evaluation, engineering and fleet support organization for the Navy's ships, submarines, military watercraft and unmanned vehicles. This requirement is for NSWCPD Code 517, which is responsible for Fluid Systems Automation.

1.0.2 This contract is for non-personal services. It does not create employment rights with the U.S. Government whether actual, inherent, or implied.

1.0.3 GOVERNMENT / CONTRACTOR RELATIONSHIP

(a) The services to be delivered under this Task Order are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the Task Order between the Government and the Contractor's personnel. Therefore, it is in the best interest of the Government to provide both parties a full understanding of their respective obligations.

(b) The Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishable badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence

(c) Contractor personnel under this Contract/Task Order shall not engage in any of the inherently Governmental functions listed at FAR Subpart 7.5 or DFARS Subpart 207.5.

(d) Employee Relationship:

1) The services to be performed under this /Task Order do not require the Contractor or its personnel to exercise personal judgment and discretion on behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

2) Rules, regulations, directives, and requirements that are issued by the U. S. Navy and NSWCPD under its responsibility for good order, administration, and security are applicable to all personnel who enter a Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(e) Inapplicability of Employee Benefits: This Task Order does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

(f) Notice. It is the Contractor's, as well as the Government's, responsibility to monitor Contract/Task Order activities and notify the Contracting Officer if the Contractor believes that the intent of this Section has been or may be violated.

1) The Contractor shall notify the Contracting Officer in writing via letter or email within three (3) calendar days from the date of any incident that the Contractor considers to constitute a violation of this Section. The notice should include the date, nature, and circumstances of the conduct; the name, function, and activity of each Government employee or Contractor official or employee involved or knowledgeable about such conduct; identify any documents or substance of any oral communication involved in the conduct; and the Contractor's estimated date when, absent a response, cost, schedule or performance will be impacted.

2) The Contracting Officer will, within five (5) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

(i) Confirm the conduct is in violation and when necessary direct the mode of further performance,

(ii) Countermand any communication regarded as a violation,

(iii) Deny that the conduct constitutes a violation and when necessary direct the mode of further performance, or

(iv) In the event the notice is inadequate to make a decision, advise the Contractor what additional information is required, and establish the date by which it should be furnished by the Contractor.

1.1 BACKGROUND

The Fluid Systems Automation Branch (Code 517) and the CYBER SECURE Division (Code 51) of the Naval Surface Warfare Center, Philadelphia Division (NSWCPD), serve as the principle provider for life cycle management and full spectrum engineering support with the technical rigor and focus on process for Cybersecure surface ship auxiliary and fluid control systems; tank level indicators; and actuators. Auxiliary and Fluid Control Systems include: Control Systems for Fuel Oil / Lube Oil, Ballast, Water Mist, Potable Water, Thermal Management, Automated Heat Stress Sensor (AHSS), Waste Systems.

1.2 SCOPE OF WORK

The Naval Surface Warfare Center Philadelphia Division (NSWCPD) provides program management, engineering, technical, and logistic support to U.S. Navy Hull, Mechanical, and Electrical (HM&E) systems, including U.S. Navy Auxiliary, Fluid, and Machinery Control Systems. This includes land based test

facilities and onboard U.S Navy and other maritime vessels. To execute its responsibilities, NSWCPD requires the support of engineering, technical, programmatic, logistics, maintenances, ships installation/alterations, and life cycle management to assist in the areas delineated in this Statement of Work (SOW). NSWCPD shall have overall control and responsibility of the projects for which written work assignments and actual tasking, hereinafter called "Technical Instructions" are issued to Contractor. Tasks and services will be rendered as required to Program Office and the Program Field Offices located on CONUS and OCONUS.

Fluid Control Systems will include but not be limited to Ballast/Deballast Controls, Fuel Oil/Lube Oil Controls, Oily Waste Controls, Vacuum Contaminated Holding Tank (VCHT) Controls, Water Mist Controls, Chlorinators or Chlorination, Firemain/Potable Water/Electronic Cooling Water Controls, and Thermal Management Controls. All Systems mentioned prior shall be known or understood to be Fluid Controls throughout the remainder of this Statement of Work.

2.0 APPLICABLE DOCUMENTS

Work performed under this Task Order shall conform to the requirements set forward in the following references:

- (a) DODI 5000.02 Operation of the Defense Acquisition System
- (b) General Specifications for Overhaul of Surface Ships (GSO) - NAVSEA S9AA0-AB-GOS-010
- (c) Fleet Modernization Program (FMP) Management & Operations Manual - NAVSEA SL720-AA-MAN_010/FMP
- (d) Manuals, Technical: General Style and Format of (Work Package Concept) - MIL-DTL-81927C, dated 26 Nov 1997
- (e) Standard Practice for Manuals, Technical: General Style and Format - MIL-STD-38784(1), dated 1 Dec 2000
- (f) Interactive Electronic Technical Manuals - MIL-PRF-87269A dated 15 Aug 2000, Data Base, Revisable
- (g) Manuals, Technical: General Acquisition and Development Requirements - MIL-DTL-24784
- (h) Guide for User Maintenance of NAVSEA Technical Manuals - S0005-AA-GYD-030
- (i) Guide for Quality Assurance of NAVSEA Technical Manuals - S0005-AA-GYD-070
- (j) NAVSSES Instruction 4720.2D Process and Policy for Shipboard Industrial Work
- (k) ISO9001:2015 Quality Management System
- (l) Technical Specification 9090-310G Alterations to Ships Accomplished by Alteration Installation Teams
- (m) NAVSEA Standard Items: 009-04: Quality Management System, Provide
- (o) DoD 8750.01-M "Information Workforce Improvement Program"
- (p) DoD 8140.01 "Cyberspace Workforce Management"
- (q) SECNAV M-5239.2 "Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification Manual".

Copies of the above specification, standards, and handbooks are available from the Naval Publication and Forms Center, Standardization Documents Order Desk, 700 Robbins Avenue, Building-4D, Philadelphia, PA 19111-5094 or at <http://quicksearch.dla.mil/>

The Contractor shall reference and utilize the latest version available when performing tasks within this SOW.

3.0 REQUIREMENTS:

3.1 ENGINEERING AND TECHNICAL SUPPORT

3.1.1 The Contractor shall prepare formal technical presentations and technical documentation, including review, editing, formatting, and graphic support. (CDRL A005)

3.1.2 The Contractor shall develop solutions that apply to the new product development of electronics systems and auxiliary automation monitoring and control systems. (CDRL A005)

3.1.3 The Contractor shall develop concept designs of control or monitoring system applications based on customer input and/or requirements which will operate in specific marine environments. (CDRL A005)

3.1.4 The Contractor shall evaluate the feasibility of developing a modeling system whereby the customer could estimate solutions for given case or enclosure volumetric information, potential heat loads, etc. Investigation of the performance upgrades to the distributed heterogeneous simulation system.

3.1.5 The Contractor shall assist in evaluating, testing, and optimizing controls of mechanical, electrical, control and monitoring systems. These control and monitoring systems include: workstations, input/output Controllers, controllers, network equipment, and other display communication electronic devices.

3.1.6 The Contractor shall assist in the requirements, design, development, assembly, evaluation, testing, optimizing, verification and validation, and in-service engineering for Auxiliary, Fluid, and Machinery Control Systems, that are used in land based test facilities, shipboard, marine environments, and harsh environments. This includes development and implementation of cybersecurity requirements.

3.1.8 The Contractor shall provide system modeling for fluid control systems, machinery control systems and auxiliary systems including ability to analyze volumetric flow information, system dynamic, static and thermodynamic analyses.

3.1.9 The Contractor shall provide technical analysis, inspection, and repair support on valve actuators, sensors such as tank level indicators, programmable logic controllers, small controllers, and human machine interfaces.

3.1.10 The Contractor shall support the implementation of Information Assurance Vulnerability Management (IAVM) of Zone D, non-shipboard, Information Technology (IT) systems, and providing Assured Compliance Solution (ACAS), Security Technical Implementation Guide (STIG), Security Content Automation Protocol (SCAP) and Security Requirement Guides (SRG) results.

3.1.11 The Contractor shall support programming, debugging, and troubleshooting of Human Machine Interface (HMI) systems, Programmable Logic Controller (PLC) systems such as Fairmount Automation, Allen Bradley, VME Based, Siemens, Red Lion and other commercial PLCs; and other Fluid Systems Control components that will require the use of Java, C++, C#, etc... to implement requirements, fix issues, and/or implementation of cybersecurity software updates.

3.1.12 The Contractor shall develop procedures, including Mission Readiness Panel (MRP) support, test and check-out, and troubleshoot systems and equipment such as but not limited to fluid control systems, auxiliary control systems, machinery control systems, tank level indicators, thermal management control systems, and valve/actuators including the modifications on these systems in accordance with applicable procedures to be provided as Government Furnished Information. (CDRL A004)

3.1.13 The Contractor shall provide programmatic, engineering, technical support, testing support, and training support for MACHALTs, SHIPALTS and/or SCDs of U.S. Navy Surface Class Ships, Military Sealift Command and Foreign Military Sales equipment; or systems in accordance with the drawings/instructions on various systems to include auxiliary controls, fluid control systems, Heating Ventilation Air Conditioning (HVAC), Automated Heat Stress System (AHSS), and thermal management.

3.1.14 The Contractor shall support Information System Secure Engineering for shipboard and land based systems. This shall include designing and developing organizational information systems or upgrading legacy systems, employing best practices when implementing security controls within an information system including software engineering methodologies, system/security engineering principles, secure design, secure architecture, and secure coding techniques; and coordinating their security-related activities with information security architects, senior information security officers, information system owners, common control providers, and information system security officers. (CDRL A005)

3.1.15 The Contractor shall provide engineering and technical support to test sites, including the auxiliary machinery and fluid controls systems laboratory, including new lab layouts and design alternatives, equipment/system recommendations, conducting testing for equipment/systems recording data, and assistance with developing test reports.

3.1.16 The Contractor shall provide graphic support for test sites and training materials, including interactive layouts, animations, and 3D rendering of related systems. These graphics shall provide failure examples and familiarization of the systems.

3.1.17 The Contractor shall provide graphic design support and create visual solutions to communicate messages through print and electronic media including illustration, photography, and various print layout techniques to relay explanation of capabilities, knowledge areas, work areas, and major programs and efforts. This includes the purchasing of incidental graphic display and presentation materials as well as equipment.

3.1.18 The Contractor shall support Risk Management Framework process for shipboard and land based systems. This includes artifact development (policies and procedures) that support compliance of 18 NIST Security Control Families; Information System Continuous Monitoring Plan (ISCM); Configuration Management Plan (update IAW NIST CM Security Controls); Security Design Document (details security attributes, security architecture, risk-based processes); Memorandums of Agreement (MOAs); Technical Manuals (Update with IAW applicable NIST security controls); Program Protection Plan (Update if applicable); and Standard Operating Procedures (SOPs) for all systems identified within the SOW. (CDRL A005)

3.1.19 The Contractor shall support compiling associated reference documents and technical information, utilizing drawings to generate and develop specific removal and installs, reviewing drawings, and developing detailed instructions for the removal, cleaning, assembly, installation, and testing of parts. (CDRL A005)

3.1.20 The Contractor shall provide training support including development of Navy Training System Plan requirements, coordinate schedules and procedures for training instructors on how to operate equipment within schoolhouse laboratories and classrooms, develop and analyze lessons learned from training courses, and manage the transfer, acceptance, and testing of training equipment for multiple classroom locations.

3.1.21 The Contractor shall provide Integrated Logistics Support (ILS) including the review and approval of Technical Feedback Reports (TFBRs), close TFBR tickets in REMEDY, and develop, provide technical revisions for, and process Maintenance Requirement Cards (MRCs) and Maintenance Index Pages (MIPs). Conduct reviews of technical manuals and comment sheets preparing them for submission.

3.1.22 The Contractor shall prepare customized financial reports, spreadsheets, labor burn rates and metrics including graphics, charts, and dashboards for programs. (CDRL A005)

3.1.23 The Contractor shall attend and support meetings, conferences, and training activities. Organize meetings, develop meeting materials, generate agendas, produce presentation books, publish minutes, and complete action items. (CDRL A007)

3.1.24 The Contractor shall collect, review, and streamline weekly status inputs from supporting ISEAs for program report submittal. (CDRL A008)

3.1.25 The Contractor shall draft and track of Plan of Action and Milestones (POAMs) for related programs, ship schedules (TS9090-310G), and projects. Provide strategic planning and analysis of requirements to assist in developing a fully Integrated Master Schedule (IMS). (CDRL A005)

3.1.26 The Contractor shall provide engineering support to the repair, installation, modification, operation, maintenance and testing of U.S. Navy equipment or systems. The Contractor shall have an approved quality system signed by NAVSEA04 to assist with the In-Service Engineering Agent on board Naval Ships.

3.1.27 The Contractor shall provide engineering drafting and 3D modeling support for installation and analysis. (CDRL A005)

3.1.28 The Contractor shall coordinate the procurement of emergent ship repairs and associated parts for various equipment and systems, including but not limited to Auxiliary, and Fluid systems.

3.2 MATERIAL AND INTEGRATED LOGISTICS SUPPORT (CDRL A009)

3.2.1 Procurement and appropriate storage and staging of all equipment, support equipment, material, supplies, hardware, or associated special purpose tools and test equipment unless specifically included as Government Furnished Equipment (GFE). (CDRL A005)

3.2.2 Review, update, and/or develop Integrated Logistics Support (ILS) Certifications packages for MACHALTs, SHIPALTs, and/or SCDs in accordance with associated drawings and instructions. This includes verification of alteration completion and update of Naval Data Environment (NDE). (CDRL A009)

3.2.4 Document, manage and ensure revision to ILS technical and supply support documentation as identified during ship checks and other system verifications. (CDRL A005)

3.2.5 Overall material management processing from design concept, drawing development, installation and testing including inventory control, receipt, staging, kitting, and post installation material disposition. (CDRL A005)

3.3 PROGRAMMATIC SUPPORT

3.3.1 Preparation of customized financial reports for site managers. (CDRL A005)

3.3.2 Metrics support including dashboard and cockpit charts as well as other specialized financials reports in order to track expenditures, reconcile to CDB, and remedy cost overruns and labor rejects. (CDRL A005)

3.3.3 Preparation of formal technical presentations, and documentation including graphics support. (CDRL A005)

3.3.4 Meeting, conference and training support including, but not limited to organizing meeting, developing briefing materials, participating in the meeting and take actions. Generate and distribute meeting agendas, publish minutes and follow up on action items. (CDRL A007)

3.3.5 Provide logistical fleeting training support including shipboard, shore side and distance support.

3.3.6 Assistance with the development and tracking of Plan of Action and Milestones (POAMs) for related programs and projects. (CDRL A006)

3.3.7 Identify inefficient and problematic areas related to system life cycle management and develop streamlined procedures and solutions to address the problems.

3.3.8 Development and assistance with the improvement of processes and policies in supporting of cognizant site programs and strategic planning efforts including development of Risk Management Plans, requirements management (i.e. DOORS/JIRA), design, test and integration plans, hardware testing, configuration management plans, material plans and schedules for major programs including DDG Modernization, LHD Midlife, LPD Modernization and other major programs.

3.3.9 Review, update, and/or develop supporting logistics documentation (Technical Manuals, Planned Maintenance Systems, Approved Products Lists, etc...). Participate in meetings as requested to understand fleet concerns and improve logistics readiness.

3.3.10 Assistance with the development, management and tracking of Ship Change Documents (SCD), Engineering Change Proposals (ECP), and Engineering Change Request (ECR) for In-Services and New Construction Platforms.

3.3.11 The Contractor shall support documentation generation and revision, and other required artifacts in accordance with the Capability Maturity Model Integration (CMMi) and the System Engineering Process (SEP).

4.0 PLACE OF PERFORMANCE

Primary place of performance location is at NSWCPD in Philadelphia, PA. Travel may be required to the locations listed in Section 5.0.

5.0 TRAVEL

The support services sought through this solicitation require that the Contractor perform at various government and waterfront maintenance/installation locations, as well as US Navy homeports and to ships while underway at sea. Therefore, Contractor travel will be necessary in most instances when local support is unavailable to perform the tasks defined in the Technical Instruction (TI).

For estimating purposes, the following annual travel information is provided; estimates are for one person per trip. Destinations, duration, and number of trips are subject to change. (CDRL A002)

Travel in support of this requirement is anticipated to include, but may not be limited to the alternate CONUS and OCONUS performance locations:

Origin	Destination	Trips	People
Philadelphia	Washington, DC	2	1

Philadelphia	Norfolk, VA	7	1
Philadelphia	San Diego, CA	5	1
Philadelphia	Yokosuka, JPN	8	1
Philadelphia	Mayport FL	2	1
San Diego	Philadelphia, PA	2	1
San Diego	Pearl Harbor, HI	2	1
Norfolk	Philadelphia, PA	2	1
Norfolk	Mayport FL	2	1
San Diego	Rota, Spain	1	1
Duty Station	Portland, OR	2	1
Duty Station	Everett, WA	2	1
Duty Station	Pascagoula, MS	2	1
Duty Station	Sasebo, JPN	2	1

The number of times the Contractor may be required to travel to each location cited above may vary as program requirements dictate, provided that the total estimated travel cost is not exceeded. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements. All travel shall be approved by the COR and Contracting Officer before travel occurs. Approval may be via the Technical Instruction (TI). Before initiating any travel, the Contractor(s) shall submit a detailed and fully-burdened estimate that includes the number of employees traveling, their expected travel costs for airfare, lodging, per diem, rental car, taxi/mileage and any other costs or actions requiring approval. The travel estimate shall be submitted to the Contracting Officer's Representative (COR) and Contract Specialist. Actuals cost, resulting from the performance of travel requirements, shall be reported as part of the Contractor's monthly status report. The reportable cost shall also be traceable to the Contractor's invoice.

All travel shall be conducted in accordance with FAR 31.205-46, Travel Costs, and HQ B-2-0020 Travel Cost –Alt I (NAVSEA) and shall be pre-approved by the COR. The Contractor shall submit travel reports in accordance with DI-MGMT-81943 (CDRL A002).

Travel Costs

The Government shall reimburse the contractor (and its subcontractors) at a reduced reimbursement rate from the current “maximum per diem” rates for lodging, meals, and incidentals, referenced in FAR 31.205-46(a)(2), for any employees, purchased labor, consultants, etc. assigned to a temporary duty station (TDY) in excess of 30 days in one location. This applies to both CONUS and OCONUS travel. The current “maximum per diem” rates are set forth in the (i) Federal Travel Regulations for travel in the Continental United States; (ii) Joint Travel Regulations for Overseas Non-Foreign areas (e.g., Alaska, Hawaii, Guam, Puerto Rico, etc.); and (ii) Department of State (DOS) prescribed rates for foreign overseas locations.

When proposed travel is in excess of 30 consecutive days, but less than 180 consecutive days, the Government shall limit reimbursement of contractor (and subcontractor) travel costs, on a flat rate basis, to 75 percent of the per diem rate for the TDY locality at the time of travel (lodging, meals, and incidentals) for each full day, long-term TDY of 31 to 180 days. For travel lasting in excess of 180 days, the Government shall limit reimbursement of contractor (and subcontractor) travel costs, on a flat rate basis, to 55 percent of the per diem rates of the TDY locality at the time of travel for each full day.

6.0 DATA REQUIREMENTS

All CDRLs shall be delivered electronically, unless otherwise stated. Approval of contractor format is required from the COR.

6.1 Monthly Status Report (CDRL A001)

6.1.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

6.1.2 The CDRL shall be delivered electronically, unless otherwise stated. Approval of contractor format is required from the COR.

6.2 Trip/Travel Report (CDRL A002)

6.2.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

6.2.2 The CDRL shall be delivered electronically, unless otherwise stated. Approval of contractor format is required from the COR.

6.2.3 The Contractor may be required to travel in performance of this Task Order. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements and shall be coordinated with the COR. All travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Federal Travel Regulations (FTR) and shall be pre-approved by the COR. The Contractor shall submit travel reports in accordance with DI-MGMT-81943 (CDRL A002).

6.3 Contractor's Personnel Roster (CDRL A003)

6.3.1 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR. This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

6.4 Technical Reports. (CDRL A004)

6.5 Database or other Electronic Documents (CDRL A005)

6.6 Plan of Approach & Milestones (POAM) (CDRL A006)

6.7 Minutes of Meetings (CDRL A007)

6.8 Weekly Production Status Report (CDRL A008)

6.9 Warehouse Inventory Report (CDRL A009)

6.10 Government Property Inventory Report (CDRL A010)

7.0 PERSONNEL

7.1 Personnel Requirements. All persons proposed in key and non-key labor categories shall be U.S. citizens.

7.1.1 The Contractor shall have an Approved Quality Management System in accordance with ISO 9001:2015, approved by NAVSEA 04RP QMS Approval Authority. Contractor shall provide ISO 9001:2015 letter with proposal. Contractor shall provide approval letter from NAVSEA04 within 6 months of award date .

The level of effort for the performance of the resultant Contract is based on the following labor categories and hours per year:

<u>Title (Key Personnel)</u>	Site	Hours	OT HRs	Resumes Required
Program/Project Manager (MANA4)	Contractor	1920	192	1
Engineer, Mechanical (ME3)	Contractor	1920	192	1
Quality Control Specialist (SQC3)	Contractor	1920	192	1
Specialist, Information System Security (SISS1)	Government	2000	200	1
<u>Title (Non-Key Personnel)</u>				
Engineer (EE1, EA2, EC2)	Contractor	9600	960	
Junior Engineer (ESY1)	Contractor	1920	192	
Technical Writer, Supervisory (TECW)	Government	3840	384	
Logistician (LGT1)	Contractor	1920	192	
Analyst, Financial Systems (ANFS)	Contractor	1000	200	
Logistician (LGT2)	Contractor	1920	192	
Systems Administrator (SA2)	Government	1920	192	
Specialist, Information System Security (SISS2)	Government	1920	192	
Specialist, Information System Security (SISS3)	Contractor	1920	192	

7.1.2 Key Personnel

The following labor categories are designated Key Personnel for this Task Order. Multi-trades tasking has been identified as a methodology of reducing manpower requirements. Resumes will be submitted for each category in the quantities indicated in parenthesis by the key category description.

In addition, the Contractor is responsible for employing those personnel proposed under the "Key Personnel" categories identified under this Task Order. Any substitution/addition of personnel under those identified as Key Personnel shall be subject to the Substitution of Key Personnel Clause identified under the Basic Seaport Contract of this Task Order.

All qualifications for Key Personnel listed below are targets, except for education requirements which are minimum requirements.

a) Program/Project Manager (MANA4) (1 Resume):

Minimum Education: Individual shall possess a Master's Degree in Program Management, Business Administration, Finance (or relevant related field of study) from an accredited college or university and a Project Management Professional (PMP) certification.

Target Experience: Five (5) years of program management supporting major project or programs including:

development, repairing, installation, modification, operation, testing and maintenance of Government systems.

Five (5) years of contract management; Federal Acquisition Regulations (FAR); budgeting; scheduling; planning; estimating; project control; work breakdown structure management; subcontract management; procurement of materials and equipment; contract progress tracking; standardization and improvement of government processes; CMMI concepts, processes, and procedures. Working knowledge of Naval Sea Systems Command, Naval Surface Warfare Center, Naval Shipyard, Regional Maintenance Centers, and Type Commander's Organizations is preferred.

b) Senior Mechanical Engineer (ME3) (1 Resume):

Minimum Education: Bachelor's Degree in Mechanical Engineering from an accredited college/university or MS degree from an accredited college or university in a Engineering in any other degree.

Target Experience: Five (5) years of Naval technical experience in Control Systems and Solutions including:

Machinery; Auxiliary; Electrical; input/output devices; sensors and instrumentation.

Working knowledge of Naval Sea Systems Command, Naval Surface Warfare Center, Naval Shipyard, Regional Maintenance centers and Type Commander's Organizations

c) Quality Control Specialist (SQC3) (1 Resume):

Minimum Education: High school diploma, GED equivalent, trade, industrial or correspondence school for engineering.

Target Experience: Twenty (20) years of Naval Onsite Fleet experience in Control Systems and Oversight Site Knowledge of the Technical Specification of the 9090-310 (series). Control Systems including:

Machinery; Auxiliary; Electrical

Working knowledge of Naval Sea Systems Command, Space and Warfare Systems Command, Naval Shipyard, Regional Maintenance Center (RMC), and Type Commander's Organizations.

d) Specialist, Information System Security (SISS1) (1 Resume):

Minimum Education: High school diploma, GED equivalent, or Cybersecurity Related Certifications.

Target Experience: One (1) year technical experience in the operation of Cybersecurity Platform Testing and Evaluation.

7.1.3 Non-Key Personnel

Although resumes for "Non-Key Personnel" are not required, Offerors must fully demonstrate their ability to provide the non-key personnel listed below who meet the requirements that follow. The Contractor shall certify in their proposal that they have these non-key personnel and provide a statement as to their ability to supply the personnel with the experience required to perform the efforts specified in the performance work statement. The Government reserves the right to request and review the qualifications of Non-key personnel. The Contractor shall provide individuals to fill the non-key

positions identified below:

The minimum education and qualifications for the respective non-key labor categories are as follows.

a) Engineer (EE1):

Minimum Education: Bachelor's Degree in Engineering from an accredited college/university.

Minimum Experience: Two (2) years naval experience in Auxiliary and Fluid Control Systems, thermal management systems and/or other technical systems including but not limited to programmable logic controllers, human machine interfaces, sensors, and instrumentation, supervisory control and data acquisition (SCADA) systems, machinery control systems, and ruggedization/prototyping of controls, and input/output devices; and valves and actuators.

Working knowledge of Naval Sea Systems Command, Naval Surface Warfare Center, Naval Shipyard, Regional Maintenance Centers, and Type Commander's Organizations.

b) Junior Engineer (ESY1):

Minimum Education: Bachelor's Degree in Engineering from an accredited college/university.

Minimum Experience: One (1) year experience in fluid, thermodynamic analyses, thermal energy and PLC control systems for Tank Level Indicators, Fluid Control Systems, Machinery Control Systems, and Auxiliary Systems.

c) Technical Writer, Supervisory (TECW):

Minimum Education: High school diploma, GED equivalent, trade, industrial or correspondence school for engineering.

Minimum Experience: One (1) years' experience in Surface Ship Auxiliary and Machinery Control systems, including distributed machinery control systems and software, and the and testing of these systems as described in the Statement of Work

d) Logistician (LGT1):

Minimum Education: High school/vocational school degree or GED certificate

Minimum Experience: One (1) years' experience in the development of Integrated Logistics Support of Navy systems and equipment directly related to the SOW.

e) System Administrator (SA2):

Minimum Education: Bachelor's Degree in Computer Science from an accredited college or university

Minimum Experience: Two (2) years' experience providing: Database Administration utilizing SQL Server 2000, SQL Server 2005, and MS Access; Web Development utilizing HTML, .NET Framework (1.1 – 2.0), C#, JavaScript, JSP, XML, VBA, SQL, ASP, Cold Fusion, VBScript, JScript, Action Script; Programming in C#, C++, ASP.NET, T-SQL, VB.NET, ADO.NET, Java, Pascal, Visual Basic.

f) Analyst, Financial Systems (ANFS):

Minimum Education: Bachelor's Degree in Finance or Business Administration or related field of study from an accredited college or university.

Minimum Experience: Five (5) years' experience in the area of business and technical processes, Navy contracting processes, metrics, data collection, database structures, financial management and CMMI process compliance. Five (5) years' experience in developing and utilizing relational databases; managing Software Support Program requirements areas, schedule and cost performance management. Knowledge of Navy organizations, functions, and responsibilities.

g) Engineering Technician (LGT2):

Minimum Education: High school diploma, GED equivalent, trade, industrial or correspondence school for engineering.

Minimum Experience: Four (4) years' experience in Surface Ship Auxiliary and Machinery Control systems, including distributed machinery control systems and software, and the and testing of these systems as described in the Statement of Work.

h) Engineer (EA2):

Minimum Education: Bachelor's Degree in Engineering from an accredited college/university.

Minimum Experience: Two (2) years naval experience in Auxiliary and Fluid Control Systems, thermal management systems and/or other technical systems including but not limited to programmable logic controllers, human machine interfaces, sensors, and instrumentation, supervisory control and data acquisition (SCADA) systems, machinery control systems, and ruggedization/prototyping of controls, and input/output devices; and valves and actuators.

Working knowledge of Naval Sea Systems Command, Naval Surface Warfare Center, Naval Shipyard, Regional Maintenance Centers, and Type Commander's Organizations.

i) Engineer (EC2):

Minimum Education: Bachelor's Degree in Engineering from an accredited college/university.

Minimum Experience: Two (2) years naval experience in Auxiliary and Fluid Control Systems, thermal management systems and/or other technical systems including but not limited to programmable logic controllers, human machine interfaces, sensors, and instrumentation, supervisory control and data acquisition (SCADA) systems, machinery control systems, and ruggedization/prototyping of controls, and input/output devices; and valves and actuators.

Working knowledge of Naval Sea Systems Command, Naval Surface Warfare Center, Naval Shipyard, Regional Maintenance Centers, and Type Commander's Organizations.

j) Specialist, Information System Security (SISS2):

Minimum Education: High school diploma, GED equivalent, or Cybersecurity Related Certifications.

Minimum Experience: Three (3) year technical experience in the operation of Cybersecurity Platform Testing and Evaluation.

k) Specialist, Information System Security (SISS3) :

Minimum Education: High school diploma, GED equivalent, or Cybersecurity Related Certifications.

Minimum Experience: Five (5) year technical experience in the operation of Cybersecurity Platform Testing and Evaluation.

8.0 OVERTIME

Over Time (OT) may be necessary to support the timely completion of onboard assessment and grooming evolutions, troubleshooting events, installation, and

equipment testing. All OT request shall be submitted to the COR, TBD for approval.

8.1.1. Clause 52.222-2 'Payment for Overtime Premiums' will provide for the total dollar approved amount of overtime or will state 'zero' if not approved. If overtime premium has not been approved under this contract in accordance with Clause 52.222-2, overtime effort to be performed shall be requested from the Contracting Officer prior to performance of the overtime. For overtime premium costs to be allowable costs; the Contracting Officer is required to approved the performance of overtime prior to the actual performance of overtime.

9.0 POSITION MATRIX

Information Assurance Functions and Personnel Requirements Note:

Ensure that if you have any labor categories that will be performing Information Assurance (IA) Requirements including Contractors who will be in the Cybersecurity (CS) workforce you must identify the required security, certifications, education, and training for EACH labor category. Reference DFARS Clause 252.239-7001, DoD 8750.01-M "Information Workforce Improvement Program", DoD 8140.01 "Cyberspace Workforce Management", and SECNAV M-5239.2 "Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification Manual".

Contractor shall ensure that employees keep all required certifications current to meet Navy Information Assurance (IA) Workforce requirements. A table listing the Labor Categories and their associated IA Workforce Categories, along with the applicable tasking, is as follows:

Labor Category	CSWF Specialty Code	CSWF Proficiency Level	CSWF Baseline Qualification	CSWF OS Qualification	Continuing Professional Education (CPE) Requirements	Primary Tasks
Specialist, Information System Security I	45	Entry Level	Security+, CEH, CISSP or CNSSI 4016 HS Diploma	Directed by Privileged Access Agreement	40 CPE's Annually	3 1 5, 3 1 15
Specialist, Information System Security II, III	45	Entry Level	CEH, CISSP or CNSSI 4016 HS Diploma	Directed by Privileged Access Agreement	40 CPE's Annually	3 1 5, 3 1 15
Specialist, Information System Security III	45	Intermediate/ Journeyman	GSEC or Security + (CE) or SSCP or Bachelor Degree from accredited University or CNSSI or NTSSI 4015 or 4016	Directed by Privileged Access Agreement	40 CPE's Annually	3 1 5, 3 1 15
Engineer	67	Entry Level	Security+, CEH, CISSP or CNSSI 4016 Bachelor Degree from accredited University	Directed by Privileged Access Agreement	40 CPE's Annually	Any of Section 3
System Administrator	62	Intermediate/Journeyman	GSEC or Security + (CE) or SSCP or Bachelor Degree from accredited University or CNSSI or NTSSI 4015 or 4016	Directed by Privileged Access Agreement	40 CPE's Annually	Any of Section 3

10.0 SECURITY REQUIREMENTS

10.0.1 Contractor's key personnel shall have a security clearance at the CONFIDENTIAL level and any classified documents and reports received or generated by the Contractor shall be classified up to and including Confidential Level in accordance with the DD Form 254 Contractor Security Classification Specification" (Attachment 4 of the RFP) within 18 months after award of contract.

All Contractor personnel accessing classified information or material associated with and/or performing work relative to the resultant contract must be United States citizens and shall have completed a background check. The Contractor personnel shall have the ability to obtain a minimum CONFIDENTIAL security clearance within 12 months after award. If the Contractor is unable to obtain a CONFIDENTIAL clearance within 12 months after award, they are subject to termination.

This effort may require access to classified information up to the CONFIDENTIAL level. No classified data will be generated or stored by the Contractor. The Contractor is required to have and maintain a CONFIDENTIAL clearance. The requirements of the attached DD Form 254 apply.

The Contractor shall appoint a Facility Security Officer (FSO), who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industrial Security Program Operating Manual (NISPOM) (DOD 5220.22-M), and (3) assure compliance with any written instructions from the NSWCPD Security Office.

Contract performance is restricted to NSWCPD, PHILADELPHIA, PA and other designated Navy and Department of Defense locations necessary to execute individual delivery orders.

PER SECNAVINST 5510.36 (EXHIBIT 8A) all newly generated technical documents classified and/or unclassified will be assigned a distribution statement.

NOTE: CLASSIFIED AND/OR UNCLASSIFIED MATERIAL WHICH IS MARKED: "NOT RELEASEABLE TO FOREIGN NATIONS" (NOFORN OR

NF) MAY NOT BE RELEASED IN ANY FORM TO FOREIGN GOVERNMENTS, FOREIGN NATIONS, NON-U.S. CITIZENS OR ANYONE REPRESENTING A FOREIGN GOVERNMENT OR FOREIGN PRIVATE INTEREST WITHOUT THE PERMISSION OF THE ORIGINATOR.

10.1 CONTRACTOR PERSONNEL IDENTIFICATION

In the performance of this contract, Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and formal and informal written correspondence.

10.2 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS (NOV 2017)

a. In accordance with SECNAV M-5510.30 Chapters 5 and 6, all Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site require an open investigation or favorable adjudicated T3 by the Department of the Navy, Central Adjudication Facility (DOD CAF). Investigations should be completed using the SF-86 Form and the SF-87 finger print card. An interim clearance may be granted by the company Security Officer and recorded in the Joint Personnel Adjudication System (JPAS) in accordance with the NISPOM (DOD Instruction 5220.2M). An open or closed investigation with a favorable adjudication is required prior to issuance of a badge providing access to NSWCPD sites and buildings. If an unfavorable adjudication is determined by DISCO all access will be terminated. For Common Access Card (CAC) card personnel shall have a completed or open investigation that has been favorably adjudicated or a final security clearance. Only contractor personnel that require access to a DoD system that is CAC enabled will be issued a CAC card as documented in the DD 1172-2. Contractors will not be issued CAC cards for the sole purpose of gaining access to government facilities.

b. Contractor personnel that require a badge to work on-site at one of the NSWCPD sites must provide an I-9 form to verify proof of citizenship. I-9 form should be signed by the company Facility Security Officer or the company Human Resource Department. In addition to the I-9 form, Contractors must bring the ID that is listed on the I-9 form to the NSWCPD Security Officer at the time of badge request to verify U.S. citizenship.

c. A T1 investigation will be completed on any contractor that does not have a favorable adjudicated investigation in JPAS and is requesting swipe/non-swipe access to our buildings in excess of 120 days. Any contractor that has unfavorable information that has not been favorably adjudicated by Department of Defense Central Adjudication Facility (DOD CAF) will not be issued a badge.

d. Within 30 days after contract award, the Contractor shall submit a list of all Contractor personnel, including subcontractor employees, who will have access to DON information systems and/or work on-site at one of the NSWCPD sites to the appointed Contracting Officer Representative (COR) via email. The Contractor shall provide each employee's first name, last name, contract number, the NSWCPD technical code, work location, whether or not the employee has a CAC card and/or swipe card, the systems the employee can access (i.e., NMCI, RDT&E), and the name of the Contractor's local point of contact, phone number and email address. Throughout the period of performance of the contract, the Contractor shall immediately provide any updated information to the COR when any Contractor personnel changes occur including substitutions or departures.

e. Once contract performance is complete the contractor shall return the CAC card to the COR. If the contractor will be performing services for NSWCPD under a different DoD issued

contract, the COR may authorize the contractor to retain the CAC card until those services are complete. Notification to the NSWCPD Security Office must be provided via by the COR via an email with contractors name and the new contract number.

13.0 RELEASE OF INFORMATION

All technical data provided to the Contractor by the Government and/or by the Contractor for the Government shall be protected from public disclosure in accordance with the markings contained therein. All other information relating to the items being delivered or services being performed under this delivery order may not be disclosed by any means without prior approval of the authorized representative of the contracting officer. Dissemination or public disclosure includes, but is not limited to: permitting access to such information by foreign nationals or by any other persons on entity, publication or technical or scientific, advertising, or any other proposed public release. The Contractor shall provide adequate physical protection to such information so as to preclude access by any person or entity not authorized such access by the Government.

14.0 PURCHASES

Only items directly used and incidental to the services for this Contract and for work within the scope of the Statement of Work shall be purchased under the Other Direct Cost (ODC) line items. Individual purchases above \$10,000 shall be approved by the Contracting Officer prior to purchase by the Contractor. The purchase request and supporting documentation shall submit via email to the Contracting Officer and the Contracting Officer's Representative (COR) it shall be itemized and contain the cost or price analysis performed by the Contractor to determine the reasonableness of the pricing. Provide copies of price estimates from at least 2 vendors.

Information Technology (IT) equipment, or services must be approved by the proper approval authority. All IT requirements, regardless of dollar amount, submitted under this Contract shall be submitted to the PCO for review and approval prior to purchase. The definition of information technology is identical to that of the Clinger-Cohen Act, that is, any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

15.0 COUNTERFEIT MATERIAL PREVENTION

15.1 Non-Electronic Materials

Department of the Navy contractors (and their subcontractors at all tiers) who obtain critical or high risk materiel shall implement a risk mitigation process as follows:

- If the materiel is currently in production or currently available, solicitations shall require the materiel to be obtained only from authorized suppliers
- If the materiel is not in production or currently available from authorized suppliers, solicitations shall require the materiel to be obtained from suppliers that meet appropriate counterfeit avoidance criteria
- Require the contractor to notify the contracting officer when critical or high risk materiel cannot be obtained from an authorized supplier
- Require the contractor to take mitigating actions to authenticate the materiel if purchased from an unauthorized supplier
- Require the contractor to report instances of counterfeit and suspect counterfeit materiel to the contracting officer and the GIDEP as soon as the contractor becomes aware of the issue

16.0 SPECIAL REQUIREMENTS

16.1 Quality Management System

The Contractor shall have an Approved Quality Management System in accordance with ISO 9001:2015, approved by NAVSEA 04RP QMS Approval Authority. Contractor shall provide ISO 9001:2015 letter with proposal. Contractor shall provide approval letter from NAVSEA04 within 6 months of award date .

Background:

Incumbent Contract: N00178-04-D-4089 EHQ6

C-211-H018 APPROVAL BY THE GOVERNMENT (NAVSEA) (JAN 2019)

Approval by the Government as required under this contract and applicable specifications shall not relieve the Contractor of its obligation to comply with the specifications and with all other requirements of the contract, nor shall it impose upon the Government any liability it would not have had in the absence of such approval.

C-227-H006 DATA REQUIREMENTS (NAVSEA) (OCT 2018)

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit(s), attached hereto.

C-242-H001 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (OCT 2018)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$1,000 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

C-215-H002 CONTRACTOR PROPOSAL (NAVSEA) (OCT 2018)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal N6449819R3506 dated 08/29/19 in response to NAVSEA Solicitation No N6449819R3506.

(b) The technical volume(s) of the Contractor's proposal is(are) hereby incorporated by reference and made subject to the "Order of Precedence" (FAR 52.215-8) clause of this contract. Under the "Order of Precedence" clause, the technical volume(s) of the Contractor's proposal referenced herein is (are) hereby designated as item (f) of the clause, following "the specifications" in the order of precedence.

C-204-H001 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (OCT 2018)

(a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.

(b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a

requirement that:

- (1) The support contractor not disclose any information;
 - (2) Individual employees are to be instructed by the support contractor regarding the sensitivity of the official contract files.
 - (3) The support contractor performing these services be barred from providing any other supplies and/or services, or competing to do so, to NAVSEA for the period of performance of its contract and for an additional three years thereafter unless otherwise provided by law or regulation; and,
 - (4) In addition to any other rights the contractor may have, it is a third party beneficiary who has the right of direct action against the support contractor, or any person to whom the support contractor has released or disclosed protected information, for the unauthorized duplication, release, or disclosure of such protected information.
- (c) Execution of this contract by the contractor is considered consent to NAVSEA's permitting access to any information, irrespective of restrictive markings or the nature of the information submitted, by its file room management support contractor for the limited purpose of executing its file room support contract responsibilities.
- (d) NAVSEA may, without further notice, enter into contracts with other contractors for these services. Contractors should enter into separate non-disclosure agreements with the file room contractor. Contact the Procuring Contracting Officer for contractor specifics. However, any such agreement will not be considered a prerequisite before information submitted is stored in the file room or otherwise encumber the government.

C-223-W002 ON-SITE SAFETY REQUIREMENTS (NAVSEA) (OCT 2018)

- (a) The contractor shall ensure that each contractor employee reads any necessary safety documents within 30 days of commencing performance at any Government facility. Required safety documents can be obtained from the respective safety office. Contractors shall notify the Safety office points of contact below to report completion of the required training via email. The email shall include the contractor employee's name, work site, and contract number.
- (b) It is expected that contractor employees will have received training from their employer on hazards associated with the areas in which they will be working and know what to do in order to protect themselves. Contractors are required to adhere to the requirements of 29 CFR 1910, 29 CFR 1926 and applicable state and local requirements while in Government spaces. The contractor shall ensure that all on-site contractor work at the Government facility is in accordance with any local safety instructions as provided via the COR. The contractor shall report all work-related injuries/illnesses that occurred while working at the Government site to the COR.
- (c) Contractors whose employees perform work within Government spaces in excess of 1000 hours per calendar quarter during a calendar year shall submit the data elements on OSHA Form 300A, Summary of Work Related Injuries and Illnesses, for those employees to the safety office, via the COR by 15 January for the previous calendar year, even if no work related injuries or illnesses occurred. If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment may be performed by the Safety Office to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional Personal Protective Equipment or training will be required.
- (d) Any contractor employee exhibiting unsafe behavior may be removed from the Government site. Such removal shall not relieve the contractor from meeting its contractual obligations and shall not be considered an excusable delay as defined in FAR 52.249-14.
- (e) The Safety Office points of contacts are as follows: (b)(6) and (b)(6)

C-237-H001 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (NAVSEA) (OCT 2018)

- (a) The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the [insert named component] via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:
 - (1) W, Lease/Rental of Equipment;
 - (2) X, Lease/Rental of Facilities;
 - (3) Y, Construction of Structures and Facilities;
 - (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
 - (5) S, Utilities ONLY;
 - (6) V, Freight and Shipping ONLY.
- (b) The contractor is required to completely fill in all required data fields using the following web address <https://www.ecmra.mil>.
- (c) Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://dod.ecmra.support.desk@mail.mil>.

C-237-H002 SUBSTITUTION OF KEY PERSONNEL (NAVSEA) (OCT 2018)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement. Substitution shall include, but not be limited to, subdividing hours of any key personnel and assigning or allocating those hours to another individual not approved as key personnel.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; (3) an explanation as to why the proposed substitute is considered to have equal or better qualifications than the person being replaced; (4) payroll record of the proposed replacement; and (5) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

Current Key Personnel		
KP Labor Category	KP Name	Date KP Approved
Senior Mechanical Engineer (ME3)	(b)(6)	Date of Task Order Award (13 April 2020)
Quality Control Specialist (SQC3)	(b)(6)	Date of Task Order Award (13 April 2020)
Information Systems Security Specialist (SISS1)	(b)(6)	Date of Task Order Award (13 April 2020)
Program/Project Manager (MANA4)	(b)(6)	Date of Mod P00011 Award (14 April 2021)
Substituted Key Personnel		
KP Labor Category	KP Name	Date KP Approved through Removed
Program/Project Manager (MANA4)	(b)(6)	13 April 2020 - 14 April 2021

C-237-W001 ELECTRONIC COST REPORTING AND FINANCIAL TRACKING (eCRAFT)SYSTEM REPORTING (NAVSEA) (MAY 2019)

(a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System and submit the Contractor's Performance Report on the day and for the same timeframe the contractor submits an invoice into the Wide Area Workflow (WAWF) module on the Procurement Integrated Enterprise Environment (PIEE) system. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.

(b) The Contract Status Report indicates the progress of work and the status of the program and of all assigned tasks. It informs the Government of existing or potential problem areas.

(c) The Contractor's Fund and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(1) Access: eCRAFT: Reports are uploaded through the eCRAFT System Periodic Report Utility (EPRU). The EPRU spreadsheet and user manual can be obtained at: <http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport/Partnerships/Commercial-Contracts/Information-eCraft/> under eCRAFT information. The link for eCRAFT report submission is: https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm. If you have problems uploading reports, please see the Frequently Asked Questions at the site address above.

(2) Submission and Acceptance/Rejection: Submission and Acceptance/Rejection: The contractor shall submit their reports on the same day and for the same timeframe the contractor submits an invoice in WAWF. The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

C-242-H002 POST AWARD MEETNG (NAVSEA) (OCT 2018)

(a) A post-award meeting with the successful offeror will be conducted within 60 days after award of the task order. The meeting will be held at the address below:

Location/Address: NSWCPD

(b) The contractor will be given 14 working days notice prior to the date of the meeting by the Contracting Officer

(c) The requirement for a post-award meeting shall in no event constitute grounds for excusable delay by the contractor in performance of any provisions in the task order

(d) The post-award meeting will include, but is not limited to, the establishment of work level points of contact, determining the administration strategy, roles and responsibilities, and ensure prompt payment and close out. Specific topics shall be mutually agreed to prior to the meeting

(End of Text)

C-242-H003 TECHNICAL INSTRUCTIONS (NAVSEA) (OCT 2018)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer and the Contracting Officer's

Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

- (1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.
- (2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.
- (b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.
- (c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.
- (d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

C-227-H008 GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (NAVSEA) (DEC 2018)

- (a) The contractor shall actively participate in the Government Industry Data Exchange Program in accordance with the GIDEP Operations Manual, S0300-BT-PRO-010. The contractor shall submit information concerning critical or major nonconformances, as defined in FAR 46.407/DFARS 246.407, to the GIDEP information system.
- (b) The contractor shall insert paragraph (a) of this clause in any subcontract when deemed necessary. When so inserted, the word "contractor" shall be changed to "subcontractor."
- (c) The contractor shall, when it elects not to insert paragraph (a) in a subcontract, provide the subcontractor any GIDEP data which may be pertinent to items of its manufacture and verify that the subcontractor utilizes any such data.
- (d) The contractor shall, whether it elects to insert paragraph (a) in a subcontract or not, verify that the subcontractor utilizes and provides feedback on any GIDEP data that may be pertinent to items of its manufacture."
- (e) GIDEP materials, software and information are available without charge from:

GIDEP Operations Center

P.O. Box 8000

Corona, CA 92878-8000

Phone: (951) 898-3207

FAX: (951) 898-3250

Internet: <http://www.gidep.org>

C-244-H002 SUBCONTRACTORS/CONSULTANTS (NAVSEA) (OCT 2018)

Notwithstanding FAR 52.244-2(d) and in addition to the information required by FAR 52.244-2(e) of the contract, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement:

- (1) Impact on subcontracting goals,
- (2) Impact on providing support at the contracted value,
- (3) IF SEAPORT TASK ORDER - The results of negotiations to incorporate fee rate caps no higher than the lower of (i) SeaPort fee rate caps for the prime contractor, or in the case where the proposed subcontractor is also a SeaPort prime, (ii) fee rate caps that are no higher than the subcontractor's prime SeaPort contract.